

4.6.1. Budget forecast

All convenings require budget. The APC convenings lead will work on a budget forecast, including a detailed list of the most recurrent event expenses such as travel expenses, subsistence costs, venue costs and consultant fees among others. These details will be registered in the APC Logistics Mainsheet for the event.

The APC convening point of contact, along with the programme manager or costs centre approver, is responsible for reviewing and approving the budget for the convening, and for providing cost centre allocations where expenses will be charged.

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